

English language

Action Pack 12

2015/2016

Level 4

Reading, vocabulary, writing and grammar

Yousef Riyad Gawadrh

0776678654

يوسف رياض غوادره
المستوى الرابع



**THE HASHEMITE KINGDOM OF JORDAN-MINISTRY OF EDUCATION
GENERAL SECONDARY CERTIFICATE EXAMINATION 2016
GENERAL ENGLISH**

الدورة الصيفية \ المستوى الرابع

DATE: June 26th / 2016

TIME: 1 HOUR AND A HALF

Read the following text carefully, and then in your ANSWER BOOKLET answer all the questions that follow. Your answer should be based on the text.

Our country has a high standard of education. This is mainly due to the fact that the government considers education a necessity. All schools, from kindergarten to secondary, are the responsibility of the Ministry of Education (MOE). Pre-school and kindergarten education is optional, followed by ten years of free, compulsory education. For higher education, students enter university, either for academic or vocational courses.

Students can attend one of ten public universities, or one of nineteen private universities. A large number of Jordanian students choose to study at these institutions, as well as foreign students from all over the world. The three universities with the most undergraduates are the University of Jordan in Amman, Yarmouk University in Irbid and Al Balqa Applied University in Salt. These are all public universities. An example of a newer university is the German-Jordanian University in Amman. It is a collaboration between the MOHE and Germany's Federal Ministry of Education and Research, and it follows Germany's model of education in Applied Sciences.

For students who wish to complete their university studies while working at the same time, it is also possible in some Jordanian universities to enrol onto online distance learning programmes.

Question Number One: (20 points)

1. Higher education in Jordan has two types of courses which students can join after secondary education. Write them down.
2. There are two main differences between the German-Jordanian University in Amman and other universities in Jordan. Write them down.
3. Quote a sentence which indicates the University of Jordan, Yarmouk University and Al Balqa Applied University are public universities
4. . What does the underlined word "it" in the text refer to?
5. Find a word in the text which means ' to officially arrange to join a school or university '.
6. Some students prefer distance learning via the Internet to face-to-face learning. Suggest three benefits distance learning.
7. For higher education, students enter university, either for academic or vocational courses. What would you prefer? Write down two reasons.

Literature spot

Read the following quotation from " Around the World in Eighty Days " by Jules Verne carefully, then answer the questions that follows with reference to the story .Then write down your answer in your ANSWER BOOKLET. (2points)

" Happily, however, for Mr Fogg, the animal's instruction in this direction had not gone far, and the elephant still preserved its natural gentleness. Kiouni – this was the name of the elephant – could doubtless travel rapidly for a long time, and, in default of any other means of conveyance, Mr Fogg resolved to hire him.."

1. How do we know that the elephant is not aggressive?

'Not at all, but I knew that some obstacle or other would sooner or later arise on my route. Nothing, therefore, is lost. I have two gained days to sacrifice. A steamer leaves Calcutta for Hong Kong at noon, on the 25th.

1. What form of transport is a steamer?

They soon reached a small hut. Enclosed within some high palings, was the animal in question. An Indian came out of the hut, and, at their request, conducted them within the enclosure.

1. Which words tell us that the elephant was kept safely away from direct contact with humans?

'Passepartout, who had now rejoined his master, made a wry grimace, as he thought of his magnificent, but too frail Indian shoes. After a moment's hesitation, he said, 'Monsieur, I think I have found a means of conveyance'.

1. What kind of facial expression is a wry grimace?
2. Why did Passepartout's face show this expression?

Where are we?' asked Sir Francis.

'At the hamlet of Kholby.'

'Do we stop here?'

'Certainly. The railway isn't finished.'

1. What does the word hamlet suggest?
2. Why can't the train continue its journey from Kholby to Allahabad?

'Yet you sell tickets from Bombay to Calcutta,' retorted Sir Francis, who was growing warm. 'No doubt,' replied the conductor, 'but the passengers know that they must provide means of transportation for themselves from Kholby to Allahabad.

1. Why is Sir Francis annoyed during his conversation with the conductor?
2. What expression is used to mean he is getting annoyed?

'Sir Francis,' said Mr Fogg quietly, 'we will, if you please, look about for some means of conveyance to Allahabad' 'Mr Fogg, this is a delay greatly to your disadvantage

1. Find an example that represent the idea of time.

The elephant, which was reared, not to be an animal that merely carried things around, but for warlike purposes, was half-domesticated.

1. Why did the Indian man decide to rear an elephant?

'the parsee perched himself on the elephant's neck, and at nine o'clock they set out from the village, the animal marching off through the dense forest of palms by the shortest cut"

1. Read the extract from the story. Find to examples of literary device:-

Read the following quotation from " A Green Cornfield" by Christina Rossetti carefully, then answer the questions that follows with reference to the poem .Then write down your answer in your ANSWER BOOKLET. (2points)

The earth was green, the sky was blue
I saw and heard one sunny morn
A skylark hang between the two
A singing **speck** above the corn;

- 1. What does the word "speck" suggest?**
- 2. The poet uses many examples of alliteration Find one example.**

A stage below, in gay **accord**
White butterflies danced on the wing
And still the singing skylark soared
And silent sank and soared to sing

- 1. What does the word " accord" suggest?**
- 2. The poet uses many examples of alliteration Find one example.**

he cornfield stretched a **tender** green
To right and left beside my walks
I knew he had a **nest** unseen
Somewhere among the million **stalks**

- 1. What does the word " tender "suggest?**
- 2. What does a bird do in a nest ?**
- 3. Which part of a plant is the stalk ?**

And as I paused to hear his song
While **swift** the sunny moments slid
Perhaps his mate sat listening long
And listened longer than I did

- 1. What does the word " swift "suggest?**
- 2. The poet uses many examples of alliteration Find one example.**
- 3. Find reference to another listener, apart from the poet herself. Who or what is this listener?**
- 4. How do we know that the poet leaves the cornfield before the skylark has stopped singing?**

Question Number three

A: Choose the best answer from those given to complete each of the following items. Then write down your answer in your ANSWER BOOKLET. (8points)

taylor-made, minerals, come up with, come about, offence

1. Jordan is rich in potash and phosphate, and the extraction industry for these is one of the largest in the world..
2. I never told a joke, as this may not be translated correctly or could cause.....
3. . You can either join a small group of other students of a similar level, or request a..... course.
4. It is believed that the Italians were the first people to..... a sign language system in the sixteenth century.

get cold feet, optional, spill, come about, diet

1. You don't have to stay after school for the chess club – it's.....
2. I'm too nervous to do a parachute jump. I think that I'llat the last minute.
3. I used to eat too much junk food, but now I have a much healthier.
4. Please be careful with your juice. Don'tit on the floor.

interpret, optional, carry out, make, earlier

1. Be very careful when you answer the questions, and try not toa mistake
2. My uncle is fluent in several languages. He is often able tofor us during conversations with foreigners.
3. In Jordan, children start school a year..... than English children.
4. I need to some research before I start my project.

mother tongue, optional, minerals, joke, tempting

1. Although it isto believe that these twins really do make up their own secret language
2. One of the early developers of sign language was Charles-Michel de l'Epée, whose was French.
3. I never told a, as this may not be translated correctly or could cause offence.
4. Jordan is rich in potash and phosphate, and the extraction industry for theseis one of the largest in the world.

B. Complete the following sentences with the suitable words derived from the words in brackets and write the answers down in your ANSWER BOOKLET. (4 points)

1. One of the most important things that we give children is a good(educate)
2. My friend is a veryclimber. (experience)
3. If you work hard, I'm sure you will..... (success)
4. Congratulations! Not many people.....such high marks.(achievement)
5. My father works for anthat helps to protect the environment.(organise)
6. It's amazing to watch theof a baby in the first year of life.
(develop)
7. I'm confused. Could you give me some....., please?(advise)
8. Before an exam, you must..... everything you've learnt.(revision)
9. In hot weather our bodies are in danger of..... .(dehydrate)
10. Don't talk to the driver. He must.....(concentration)
11. How quickly does blood..... round the body? (circulation)
12. Before you apply for a job, check that you have the correct(qualify)
13. The company is pleased with your work and is happy to give you a
..... . (recommend)
14. Congratulations on a very business deal. (succeed)
15. We should always be ready to listen to good (advise)
16. My father often talks about what he did in his (young)
17. It's important to have anof different countries' customs. (aware)
18. Have you had anyof learning another language?(experienced)
19. Is one side of the brain more..... than the other?(dominance)
20. Whether or not you remember something that you have learnt in the past
.....on the experience you had while you were learning it.(dependence)
21. The graduation ceremony was a veryoccasion for everyone. (memory)
22. Nuts contain useful..... such as oils and fats. (nutrition)
23. Kareem is ajournalist, he has worked previously for many
scientific journals. (qualification)
24. Doing lots of exercise won't keep you healthy if you don't eatfood as
well. (nutrients)

C: Study the following sentence entry and answer the question that follows. Write the answer in your ANSWER BOOKLET.

1. A committee was set up to look the causes of the accident.

Correct the above sentence by adding the missing word.

2. Yaseen has replaced the plate he broke, so he will **not be blamed** for it.

Replace the words and phrases in bold with the phrasal verb.

3. That's amazing news! How did you discover it?

Rewrite the above sentence with phrasal verb.

4. I wish scientists would come up with a way to prevent flu!

What does the underlined phrasal verb come up with mean in the sentence?

5. I really put my back into it, and I earned an A on the course.

What does the underlined colour idiom put my back into mean in the sentence?

6. If you need to report a crime, speak to a police woman.

Replace the underlined word with the correct gender-neutral word.

A: Correct the verb between brackets and write your answer. Write the answer in your ANSWER BOOKLET. (4 points)

1. Miriam will move to Canada provided that shea job there (get)
2. In the near future, most goods willto many different countries. (export)
3. When the sundown, it gets dark.(go)
4. If ita nice day tomorrow we'll go to the beach.(be)
5. We'll have to cancel the show unless we..... more tickets at the last minute. (sell)
6. Omar can play in the living room as long as hea mess.(not, make)
7. Don't phone me if youinto trouble!(get)
8. Ibrahim can borrow my DVD player as long as heit on Monday. (return)
9. I..... with you to the hospital, if you want me to.(come)
10. Oil and gas have recentlyfrom the Gulf countries. (import)
11. If we had bought that house, werebuild the kitchen.(have to)
12. We saw the film. I wish youit with us. It was an amazing evening.(see)
13. I like traveling around the world. If only Itime to realize my dream.(have)
14. I wish Irich. I would buy a farm and enjoy the calm of the countryside.(be)
15. If you win the next match,you..... in the semi-final?(be)
16. Water turns to ice if the temperaturebelow zero.(fall)
17. If Omaran interview for a job, you will need to show real enthusiasm. (get)
18. I'll buy the book provided that ittoo expensive.(not, be)
19. Many important things werein the 20th century.(invent)
20. My car hadby the garage. (fix).
21. The final report willto all officers. (deliver)
22. Do you minda healthy food? (suggest)
23. Even if Omarhis driving test, he won't have his own car. (pass)
24. It is sometimes difficult to get a signal,.....it? (be)
25. You like watching football,.....you? (do)
26. In some African countries, many people speak English ,.....they? (do)
27. The battery in my mobile is flat,it? (be)
28. Rana has lived in London for two years,she.? (have)
29. It is that learners will absorb the grammar as they learn the vocabulary. (believe)
30. They are reported financial problems. (have)
31. The company to be making a big profit.(think)
32. It that this orchestra is the best in the world. (say)

B: Rewrite the following sentences so that the new item has a similar meaning to the one before it. Write the answer in your ANSWER BOOKLET. (9 points)

1. I didn't study hard at school, and now I'm sorry about it.

If only

2. People think that learning a new language presents the brain with unique challenges.

Learning a new language

3. Which newspaper did you see the advertisement?

Do you know

4. People don't expect that a new law will be introduced next year.

A new law

5. People say that money brings happiness.

Money

6. People believe that dogs are clever animals

Dogs

7. Nobody believes that the thieves are hiding somewhere in the town.

The thieves

8. Everybody knew that Sally was telling him lies.

Sally

9. Most people have believed that a happy family is what everybody wants.

It

10. They reported that the notorious criminal was arrested by the local police.

It

11. They used to think that women live longer than men.

Women

12. I didn't study very hard, and I didn't pass.

I wish

13. Fatima shouldn't have left her bag at school.

Fatima wishes

14. Omar regrets missing too many lessons.

Omar wishes

15. I forgot to pay the rent this month.

If only

16. I don't know how to use a computer and I would like to learn how to use it.

If only

17. I didn't wake up early and I missed my bus.

I wish

18. I am not good at maths.

If only

19. When does the English lesson end?

Could you tell me

20. Did Omar make it on time?

Do you know

21. Where is the nearest post office?

Do you mind telling me

22. Have you applied for a similar job before?

Do you mind telling me

23. Could you explain where the nearest bank is?

Where

24. Will Ibrahim have been studying French for twenty years when he retires?

Do you mind telling me

25. When is the restaurant closing?

Could you possibly tell me

26. How long will your brother have been studying French when he retires?

Do you mind telling me

27. Why do you want to work for our company?

Could you explain

28. Write your name before you start.

Do you mind

29. Do you mind telling me what negative things Sana says about her job?

what

30. Can we take water to the exam?

Do you know

31. Do you know when the government extended basic education?

When

32. Solving puzzles is believed to keep the brain active.

They believe that

C: Rewrite the following sentences so that the new item has a similar meaning to the one before it using the third condition.

1. Raja didn't know about the party so she didn't wear special clothes. (might)

.....

2. Omar didn't have enough money so he wasn't able to buy a flat. (could)

.....

3. My son became ill, so I wasn't able to go back to my first job. (might)

.....

4. My friend invited me to the library, so I went.(might not)

.....

5. I didn't prepare well for the competition, so I didn't win the first prize.(might)

.....

6. I didn't have enough time, so I wasn't able to see him. (could)

.....

7. They woke up late, and they missed their plane. (might not)

.....

8. Omer failed in his driving test because he missed too many lessons. (might not)

.....

D: Rewrite the following sentences with the words and phrases in brackets. Write the answer in your ANSWER BOOKLET. (3 points)

1. Before you find a full-time job, you should consider doing voluntary work. (don't)

.....

2. You should practise the presentation several times. (would)

.....

3. It would be a good idea for you to make a list of questions.(why)

.....

4. You shouldn't look too casual. (If)

.....

5. You should do a lot of research. (would)

.....

6. You shouldn't worry so much.(if)

.....

7. Unless Rana saves some money, she can't go on a vacation. (if)

8. There's less information on the website than there is in the book. (as much)

9. The cheapest thing on the menu is orange juice. (The least)

10. In Jordan, children start school a year later than English children. (earlier)

11. Physics isn't as popular as Biology. (more)

12. Law is more popular than Medicine and Dentistry. (less)

13. You feel cold if you don't wear a warm jacket. (unless)

Complete each of the following sentences by adding the correct question tag to the end of each of them. Write the answer in your ANSWER BOOKLET. (3 points)

1. Jordan imports oil and gas from the Gulf countries,?
2. I am not sure that Ahmad is telling us the truth,.....?
3. The man drove too fast in the city centre,?
4. He pressed the seeds into the soil with his thumb,?
5. The singer kept the audience enthralled with his magical performance,?
6. There aren't any spiders in the bedroom,?
7. They rarely eat in restaurants,?
8. He never says a word,?
9. Nobody came to your party,?
10. Don't forget to switch off the lights,?
11. Ibrahim won't have been travelling all day,?
12. They mustn't come early,?
13. Nothing is ready now,?
14. Rana's parents phoned him last night,?
15. The volunteers were given mild electric shocks,?
16. Ali and Ahmad have to pay a fine,?
17. The brain seems to have a mechanism to sniff,.....?

- a. **Edit the following text. There are three grammar mistakes, one spelling mistake and one punctuation mistake. Find and correct them.**

It is believe that when you learn a forein language, it help to use the language as much you can. You should take every opportunity to engage in a conversation with a native speaker. Reading English books, or magazines also helps.

I've just applied for a job with a bank. I have the right qualifikations, but I know there will be a lot of other applecants. I'll just have to wait and see, if I will get an interview.

- b. **Read the information in the table below then, write two sentences about ways to improve your English language.**

read English newspapers
listen to English programs
join English courses regularly
use English every day

- c. **Write a composition of about 80 words on one of the following:(5 points)**

1. Write about 80 words to describe your ideal job. Say how you will feel if you get it..
2. Write two paragraphs about how do you think your education will influence your life after school? What will you study? What career would you like to have one day?
3. Some students prefer studying in another country and they take part in a exchange programme. Write a report about the benefits of studying abroad.
4. Online courses and face to face courses advantages and disadvantages.
5. Ways to get work experience (**voluntary work, trail period**)
Benefits : to see whether you have made the right career choice, the chance to meet people in certain field of work, become more self-confidence)

Two summers ago, **I** spent five months studying Arabic at the German-Jordanian University near Madaba. As my father is originally from Jordan, **I** grew up speaking Arabic as well as German. However, **I** had never studied Arabic formally, and when the opportunity came up for me to spend a year in Jordan studying Arabic, **I** didn't hesitate for one moment.

I have relatives in Jordan and **they** arranged for **me** to stay with a wonderful family **who** live just outside Madaba. I was amazed by the number of international students **there, who** were not only from Germany, but from all over the world. Most of **them** had studied Arabic to a high level. I'm very familiar with colloquial Arabic, **which** is what my family speaks and understands. The Arabic class, in Modern Standard Arabic, was challenging, especially the grammar. Every week, we had to learn a vocabulary list of around 50 words. We covered many topics. Living with a family helped to improve my Arabic-speaking skills because, while all the students heard Arabic in the classroom and streets, I could also practise **it** at home. I really **put my back into it**, and I earned an A on the course.

What impressed me most about students in Jordan was **their** behaviour and **their** attitude to studying. All the students **who** I met appreciated the importance of **their** university education and the opportunities **it** would give **them** to contribute to **their** country's prosperity. **They** also showed extremely positive values. Everybody was honest, and people discussed problems rather than getting angry if **they** disagreed with each other.

As someone **who** enjoys delicious food, beautiful places and friendly, hospitable people, studying in Jordan was one of the best decisions I have made in my life. I made many new friends. I also improved my Arabic speaking, writing and reading skills. My dream is to be fluent in Arabic one day – and as I intend to return to Jordan as often as I can, I know I'm going to make this dream a reality.

1. Anita was so willing to go to Jordan to study Arabic. Write own the reason for that.
2. Anita faced many challenges while studying modern Arabic. Write down two of them.
3. Write down a sentence which indicates that Anita had tried extremely hard to learn Arabic.
4. Living with a family helped Anita to improve her Arabic-speaking skills. Write down the reason.
5. What impressed Anita about her fellow students at the university?
6. All students showed extremely positive values. Write down two of them.
7. Anita enjoyed many things while studying in Jordan. Write down two of them.
8. According to Anita studying in Jordan was one of the best decisions she has made in her life. Write down two reasons of that.

After school ...

In England, almost 50% of school leavers go on to higher education. The figure has not always been as high as this. Twenty years ago, **it** was closer to 30%, and thirty years before that, **it** was only about 5%. Another huge change has been financial. Before 1998 CE, higher education in the UK was completely free for UK citizens. Since then, tuition fees have been introduced. Most students borrow this money from the government. **They** don't have to repay it immediately. Instead, **they** pay **it** back slowly out of future earnings.

Despite the high cost, most students choose to study away from home. A recent survey of 17,000 students revealed that only 7% wanted to stay at home while **they** studied for **their** degree. Of course for most young people, living away from home means borrowing even more money from the government. So why don't students choose to avoid debt by staying at home, where **they** don't have to pay rent? Most of **them** say that **they** want to move to the university of **their** choice, rather than the nearest one. Another strong motive is the desire to live in a new culture. Where do these students live? Many have rooms in halls of residence, especially in **their** first year; others rent flats or houses. A lucky minority live in property that **their** parents have bought for **them**. Most of **them** need to learn to cook, do **their** own washing and manage **their** time and money.

1. There are many changes related to higher education in the UK have taken place recently. Write down two of them.
2. Most students choose to study away from home. Write down two motives for that.
3. Write down the sentence which indicates that most students choose to study away from home.
4. Most students who choose to study away from home need to learn many skills. Write down two of them.
5. There are many options for accommodation are available for students. Write down two of them.
6. Write down the sentence which indicates the way in which students can repay the money they borrowed from the government.
7. Write down the sentence which indicates the number of school leavers who go to university in England has greatly increased in the past 30 years.
8. Find a word or a phrase which means ..

1. accommodation provided by a university or college : (*halls of residence*)
2. reason for doing something:: (motive)
3. not many, the opposite of 'majority': (minority)
4. costs, charges: (fees)
5. money you owe: (debt)
6. relating to money: (financial)

Speaking a foreign language, it is claimed, improves the functionality of your brain in several different ways. Learning new vocabulary and grammar rules provides the brain with beneficial 'exercise', which improves memory. As well as exercising the brain, it is thought that learning a new language also presents the brain with unique challenges. These include recognising different language systems and ways to communicate within these systems. These skills improve your chances of success in other problem-solving tasks as well. It is said that students who study foreign languages do better, on the whole, in general tests in maths, reading and vocabulary than students who have only mastered their mother tongue.

According to a study carried out by Pennsylvania State University, USA, multilingual people are able to switch between two systems of speech, writing, and structure quite easily. It has been proved that they are also able to switch easily between completely different tasks. One experiment required participants to operate a driving simulator while carrying out separate tasks at the same time. The experiment showed that multilingual participants were less distracted by the other tasks and therefore made fewer driving errors.

It is believed that language learning can also improve your decision-making skills. When you speak a foreign language, you are constantly weighing up subtle differences in meaning of a word or the way that an utterance is made. This process is then transferred subconsciously to other situations in which judgement is called for, and decisions have to be made.

Finally, learning a foreign language can also improve your ability to use your mother tongue more effectively. As you become more aware of the way that a language works, you begin to apply it to the language that you use every day.

The skills you obtain from learning a foreign language, therefore, can make you a better speaker and writer in your own language.

1. It is claimed speaking a foreign language improves the functionality of your brain in several different ways. Write down two ways of them.
2. There are many benefits of learning a foreign language. Write down two benefits of them.
3. Learning foreign language can improve many skills. Write down two skills of them.
4. Learning foreign language presents the brain with several challenges. Write down two challenges of them.
5. How learning a foreign language improves your decision-making skills?
6. How learning a foreign language improves your memory?
7. How learning a foreign language improves ability to multitask?
8. In which way learning a foreign language improves problem-solving skills?
9. In which way learning a foreign language improves the use of native language?

Sociologists have been looking into this question for hundreds of years. They have now begun to look at not just how people talk, but also how they think, asking whether the way we understand and remember experiences is influenced by language. As a result of these studies, they have come up with some interesting results.

A lot of research has been carried out on the relationships between mind, world and language. In one study, a psychologist points out that when describing an event, English speakers tend to mention the person who was responsible. Whereas English speakers might say, 'John broke the vase', Spanish or Japanese speakers would use a passive form. It is believed that such differences between languages have an effect on how their speakers understand events, and whether someone is blamed for an action or gets away with it.

In another study, speakers of English, Spanish and Japanese were asked to watch videos of two people popping balloons, breaking eggs and spilling drinks, either on purpose or accidentally. Later, when asked to recall the videos, the English speakers mentioned the person who did the action. The Spanish and Japanese mentioned the person responsible for intentional events, but left this out when they considered that event to be an accident.

Scientists at Newcastle University, UK, have carried out tests to prove that different cultures also have different ways of seeing colours. They found that in Japanese, for example, there are different words for light blue and dark blue which are not found in English. Native speakers of Japanese, therefore, made a clearer distinction between colours on the spectrum.

Is it our language that has affected our way of thinking? Or has a difference in cultural habits affected both our thoughts and our language? Most likely, culture, thought and language have all come about together.

1. A lot of research has been done on the relationships between many elements (factors). Write down two of them.
2. What is the difference in describing an event between English speakers and Japanese and Spanish speakers?
3. The writer mentions two languages which prefer the use of passive form. Write them down.
4. The Spanish and Japanese speakers recalled the videos in two ways. Write them down.
5. Japanese speakers made a clearer distinction between colours on the spectrum. Write down the reason for that.
6. According to the article our way of thinking is affected by many factors. Write down two of them.
7. Does the writer of the article believe that the way in which bilingual people see the world depends on which language they are using? Justify your answer.
8. Quote a sentence which shows the way English speakers describe the videos.
9. Quote a sentence which shows that our way of thinking is affected by culture, thought and language.

My name is Fatima Musa and I have worked as an interpreter for five years. I have always been fond of languages. My father worked in many different countries when I was young and we usually travelled with him. When we visited a country, I always wanted to learn the language. At school I was very good at English. Therefore, I decided on a career as an interpreter.

My job now involves going to important conferences and seminars around the world. When a person speaks in English at a conference, I listen to what they say through headphones. I then translate into Arabic while the speaker is talking. I give the translation through headphones to other people at the meeting. This means that anyone in the room who speaks Arabic can understand what people are saying.

Is it an easy job? Not at all. English is not the same in all English-speaking countries. For example, the English words that are used in India are sometimes different to the words that people use in the UK, the USA or Australia. As well as knowing regional English, you also need to know a lot of specialist language. Some of the words that are used to talk about business, science or law, for example, make it almost a different language!

Unless you have a language degree, you will not be able to become an interpreter. Provided that you have a postgraduate qualification, you will probably get a job as an interpreter quite quickly. If you get an interview for a job, you will need to show that you have good listening skills and a clear speaking voice. You will also need to show that you can think quickly and that you are able to concentrate for long periods of time. If you are successful, it is a secure and rewarding job. You will probably need to travel a lot, but that is not a problem as long as you enjoy visiting other countries.

It is a very responsible job. I am aware that if I translate things badly, it could affect an important law or trade agreement between countries. However, you get a huge feeling of satisfaction when you know that people understand everything that you translate.

1. Working as interpreter involves attending many events. Write down two of them.
2. The article states an interpreter may face many difficulties. Write down two difficulties of them.
3. There are many steps for translating in a conference. Write down two steps of them.
4. The article states that an interpreter has to know specialist language. Write down the reason for that.
5. There are many skills needed to get a job as interpreter. Write down two skills of them.
6. Working as interpreter is a very responsible job. Write down the reason for that.
7. English language may be used differently in some countries. Write down two of them.
8. The article states two kinds of English language. Write them down.
9. Do you think you have the necessary qualifications to be an interpreter?

1 Do your research

Don't come away from a sales pitch wishing you had been better prepared. It is essential to know everything about your product. Do you know when it was developed, and where it is produced? You also need to know who the target market is – for example, the age group or income of the people who might buy it. Not only that, you should know all about the competition – that is, similar products on the market.

Why is your product superior to others and why does it have better value?

In addition, you should know exactly which people you are speaking to, and what their needs are. For example, if they represent a middle-class department store in a humble neighbourhood, be ready to explain why your particular product would suit customers who do not have lots of money. What makes your product perfect for them? Most of all, you need to believe in what you're selling, and the best way to do that is to use it!

2 Prepare and practise

Plan your presentation carefully, not just what you will say, but how you will say it. Will you read it word by word, use notes or memorise it? Whatever you decide, it is always a good idea to have a list of your main points, and in case something interrupts you, or you simply freeze with nerves (it happens!). Then practise it, if possible in front of colleagues. Make changes and practise it again.

3 Be professional

Keep your presentation short and simple. Start with some friendly comments. For example, thank your hosts for allowing you to speak to them, and compliment their company. Remember to speak slowly and clearly. It is important to appear confident (even if you're nervous!).

While you're speaking, don't keep your head down. Instead, look round the room and make eye contact with your audience. Smile! When you've finished speaking, invite questions. If you don't know the answers, don't pretend! Thank the questioner and promise to find out the answer (and do it!). Finally, have a summary of your presentation ready to hand out at the end of the session. I wish I had known all this when I started out in business! Good luck!

1. There are many ways to make a successful sales pitch. Write down two ways of them.
2. The article states that many things have to be known about your product. Write down two of them.
3. The article states that many things have to be known about your costumers. Write down two of them.
4. There are many tips to make a successful presentation. Write down two of them.
5. According to the text, there are several matters should be researched before making a sailing pitch. Mention three of them.
6. Quote the sentence which indicates that using what you sell is the best way to believe in what you sell.
7. 4- The writer mentioned some tips for effective presentation. What are they?

*** Critical thinking

8. 1- The writer says " when you are speaking, don't keep your head down'. Suggest three body language tips for effective presentation.

Doing business in China

Today, we talk to Mr Ghanem, a businessman based in Amman who often visits China. We asked him when he first started doing business with China.

‘I’ve been doing business with China for many years. My first trip there was in 2004 CE, and it was not very successful.’

Why was it not successful?

‘I worked for a small computer company in Amman. They sent me to China when I was still quite young. If only the company had realised that the Chinese respect age and experience more than youth!’

Did you make any mistakes on that visit?

‘Yes! I wish I had researched Chinese culture before I visited the country. In order to be successful in China, you need to earn their respect. Chinese business people will always ask about a company’s successes in the past. However, because I worked for a new company, I could not talk about its track record. We did not do any business deals on that first trip.’

When did you learn how to be successful in China?

‘I joined a larger company and they sent me on a cultural awareness course. On my next visit to China, it felt as if I hadn’t known anything on my first visit!’

What advice can you give to people wanting to do business in China?

‘Before I visit a company, I send recommendations from previous clients. I also send my business card with my job position and qualifications translated into Chinese.’

Can you tell us about your last meeting in China?

‘Of course! I arrived on time. You must not arrive late, as this shows disrespect. Then, when I met the company director, I shook hands with him gently. I began the meeting by making small talk about my interesting experiences in China. During the meeting, I made sure that my voice and body language were calm and controlled. I never told a joke, as this may not be translated correctly or could cause offence.’

Was it a successful meeting?

‘Yes, it was. I knew that the director had researched my, business thoroughly before the meeting, so I was prepared for his detailed questions. When I began negotiating, I started with the important issues. The Chinese believe in avoiding conflict. It is always important to be patient. I was prepared to compromise, so in the end, the meeting was successful.’

1. Quote a sentence which shows the time of Mr Ghanem's first visit to China.
2. The article states that Chinese respect two values. Write down two of them.
3. Mr Ghanem did many things before his second visit to China. Write down two things of them.
4. Mr Ghanem didn't tell any joke in his second meeting in china for two reasons. Write down these two reasons.
5. What do you think is a ‘track record’ ?
6. There are many pieces of advice to be successful business meetings. Write down two them.

7. What changed when Mr Ghanem visited China for the second time?
8. What similarities do you think there are, in terms of expectations at business meetings, between China and Jordan?
9. The writer mentioned some reasons that make Mr. Ghanem's first business with China unsuccessful. Write down three reasons.
- 10.2- According to the text, Mr. Ghanem regrets that he didn't research Chinese culture before visiting China. Is he justified? Explain your answer.
- 11.3- What helped Mr. Ghanem to learn how to be a successful business man in China?
- 12.4- What was Mr. Ghanem's advice to the people who are willing to do business in China?
- 13.5- Mr. Ghanem followed certain steps during his last meeting in China. Mention three steps.
- 14.7- Write down the sentence which indicates that telling jokes during business meeting shows disrespect according to the Chinese culture.
- 15.*** Critical thinking
- 16.1- The shortest way to a successful business is to be a successful businessman. Suggest three characteristics of a successful businessman.
- 17.2- Cultural differences between countries can create a number of barriers in business development. Think of this statement and in two sentences write down your point of view.

The time we spend at school

A few years ago, as many as 1,000 schools across the USA started making school years longer by adding up to ten extra days to the school year or by making each school day longer by half an hour. This was because it was found that secondary school students in the USA and the UK were spending the least time at school, with an average school year of 187 days. The typical Jordanian school year is longer than this. However, none of these are nearly as long as the school year in countries like Japan and South Korea. South Koreans attend school for 220 days per year, and in Japan, the school year numbers 243 days.

According to a study by the Organisation for Economic Co-operation and Development (OECD), students in Japan, Indonesia and South Korea spend the most time studying in the world. They want to learn as much as they can to ensure excellent exam grades. They go to school for about nine hours, although this includes optional after-school tuition and activities. They also spend about three hours on homework every day, which is three times as much as many other countries. Their high academic achievements do suggest that the longer you study, the better you do in final exams.

In Finland, however, students are usually given less than half an hour of homework per night, and they attend school for fewer and shorter days than 85% of other developed nations. Despite this, they achieve top marks in subjects like Maths and Science. In addition, most students also speak at least two, and often three, languages fluently. The contradictory views of the study suggest that the number and length of school days is not the only factor in determining whether students will succeed at school or not.

1. Schools across the USA started making school years longer. Write down two ways of doing this.
2. Schools across the USA started making school years longer. Write down the reason for that.
3. Why did schools across the USA start making school years longer?
4. What change has recently taken place in some American schools, and why has this occurred?
5. Write down a sentence which shows that the Jordanian school year is longer than school year in the UK and the UAS.
6. How many days a year do most students in the USA attend school?
7. In which countries do students spend the most time studying in the world?
8. Students in Japan, Indonesia and South Korea spend the most time studying in the world. Write down the reason.
9. Write down a sentence which indicates that most students in Finland are multilingual.
10. Students in some countries spend the most time studying in the world. Write down two countries of them.
11. It is suggested that the number and length of school days is not the only factor in determining whether students will succeed at school or not. Think of this, in two sentences, write down your point of view.

Phrasal Verbs

Three-part verbs:

المفعول به يأتي دائما بعد الفعل المكون من ثلاثة أجزاء

go ahead with	To begin to do	يباشر
come up with	think of / produce something (an idea),	يبتكر / يجد حلا
Look forward to	To wait with pleasure	يتشوق الى
get away with	not be blamed for To do something bad and not be punished	يفلت من العقاب

Two-part verbs

ادا كان المفعول به ضمير يأتي بين الفعل وحرف الجر. إما اذا كان الفعل اسم يأتي بعد حرف الجر.

look up	To search for information	يبحث عن معلومة في مرجع
look for	To try to find	يبحث
look after	To take care of	يعتني
look into	To investigate / to study	يستقصي
get into(sth)	To start an activity	بيداء / يدخل في
get into (sb)	To start affecting somebody	يفلق
get by	To manage with difficulty	يدبر
get over	To overcome a problem To recover	يتغلب على يشفى من
get on	To make progress	يتقدم / ينجح
get up	To get out of bed	يستيقظ
go away	To leave	يسافر / يغادر
go off	To explode / to make sudden noise	ينفجر يقرع
go back	To return	يعود
go through	To be completed	ينجز
take away	To disappear /	يزيل
take off	to remove	يخلع
take back	To return	يعيد إلى
come about	Happen or take place	يحدث
Find out	discover	
point out	To show/ to make clear	يوضح
carry out	To do / to perform	ينفذ
leave out	Not include	يستثني
speed up	To go faster	يسرع
grow up	To become adult / to develop	يكبر
take up	Start doing something (hobby)	

Gender-neutral

Gender-specific words	Gender-neutral words	
businessman / business woman	business person	رجل أعمال
sales man / sales lady	sales assistant/salesperson	مساعد مبيعات
headmaster / headmistress	head teacher	مدير مدرسة
mankind	humans	البشر
post man / post woman	postal worker	عامل بريد
chairman	chairperson	رئيس
seaman	Sailor	بحار
spaceman	astronaut	رائد فضاء
he / she	they	هم
policeman/ policewoman	police officer	موظف شرطة
steward / stewardess	flight attendant	مضيفة طيران

Verb phrase (idioms)

get cold feet	to lose your confidence in something at the last minute	يفقد الثقة
get it off (your) chest	to tell someone about something that has been worrying you	تشكي همك
have a head for figures	to have a natural mental ability for maths/ numbers	تمتلك عقل حسابي
keep your chin up	to remain cheerful in difficult situations; an expression of encouragement	ارفع رأسك
stand out [from the crowd]	to be much better than other similar people	افضل من الجميع
be able to answer detailed questions	to have the ability to understand complicated questions	قادر على الإجابة بالتفصيل
play it by ear	to decide how to deal with a situation as it develops	يتعامل حسب التطورات
put (my) back into it	to put a lot of effort into something	يبدل جهدا كبيرا
make small talk	to have an informal chat with someone in order to start a conversation	يدرّش

The collocations

1. draw up a timetable: write a schedule
2. do exercise ; keep fit
3. make a start : begin
4. take a break: relax
5. do a subject: study
6. make a difference : change something
7. make a mistake
8. ask questions
9. shake hands
10. earn respect
11. join a company
12. cause offence
13. make small talk
14. take a course
15. make sure
16. spill a drink
17. tell a joke

Function

	Function
<i>Have you thought about ...? You should ..., no doubt about it. If I (v2)..... I would ... My main recommendation is that you... Why don't you..... It would be a good idea to...</i>	<i>Giving advice</i>
	Function
<i>As / Since / Because because of / due to</i>	<i>showing <u>cause</u> explain the reason</i>
	Function
<i>Therefore as a result consequently because of that,</i>	<i>showing <u>result</u> explain the consequences</i>
	Function
<i>wish or If only + Past Perfect</i>	<i>To express regrets about the past.</i>
	Function
<i>wish or If only + Past Simple</i>	<i>To express wishes about the present that are impossible or unlikely to happen.</i>
	Function
<i>Indirect questions</i>	<i>to ask questions in a polite, formal way.</i>
	Function
<i>zero conditional (if + present Simple/Present Simple)</i>	<i>to describe something that always happens (the inevitable consequence)</i>
	Function
<i>first conditional (if + Present Simple/will + v1)</i>	<i>to describe a future outcome of a certain future action</i>
	Function
<i>Even if</i>	<i>(the condition isn't important whatever it is)</i>
	Function
<i>third conditional (if + Past Perfect/would have + p.p)</i>	<i>To imagine past situations which are impossible</i>
	Function
<i>third conditional with might have</i>	<i>unsure of the result of the past (not sure)</i>
	Function
<i>third conditional with could have</i>	<i>It is possible result of the past (be able to)</i>

Studying in another country (studying abroad)

Have you ever thought about studying in another country? Here are the top five ways that studying abroad can help your degree mean more:

First of all, you can increase your employment prospects by graduating with an international degree. Also, it is believed that studying abroad helps students to build valuable job skills such as language skills, culture awareness and communication skills.

Moreover, you will have the chance to study at some of the top universities around the world. And you will develop a greater understanding of your own culture as well as meeting new people and developing lifelong friendships around the world.

Finally, most exchange students really grow in self-confidence and become more independent.